

## Job Description

Job Title: Adult Service Manager – Learning Disabilities and Autism  
Project: Community Connections – Outreach Support & Group Health & Wellbeing activities  
Location: South West London  
Reports to: Operations Director  
Salary: Circa £35000 per year depending on experience

### Purpose of Job:

This role is responsible for the Community Connections Outreach Service, Group Health and Wellbeing Activities, and Social Opportunities programme.

### This oversight includes:

1. Working with an external finance department to manage project budget and spending.
2. Line managing a team of Coordinators who do the day-to-day service delivery.
3. Looking for and following opportunities to develop and expand the service.
4. Supporting the Senior Management Team with fundraising, bid writing, and tendering for services.
5. Making sure that the service complies with national standards in relation to staff training.
6. Making sure that the service complies with Generate's policies and procedures.
7. Building and maintaining strong working relationships with stakeholders.
8. Working alongside other service managers to develop cross project initiatives.

### Essential qualities, experience and skills

#### We're looking for people who are:

- Adventurous
- Friendly
- Encouraging
- Supportive of relationships
- Advocates
- Respectful
- Resourceful.

#### The successful candidate must have:

- Experience managing a learning disability service, including supervising and appraising staff teams.
- Experience of working with people with learning disabilities and/or autism using a strengths model and person centred approach.
- A working knowledge of HR procedures.
- Excellent IT skills and capacity to adapt easily to new systems.
- An understanding of safeguarding and child protection in relation to at risk adults and children.
- An understanding of Health and Safety practice and legislation.
- Accurate record keeping and administrative skills.
- An ability to manage a diverse workload with competing priorities.
- A willingness to work evenings, weekends and public holidays when required.

#### You might also have:

- A recognised Health or Social Care qualification.
- Experience of fundraising for a charity or community organisation.

## Principles of Generate

1. Generate members will always be at the heart of Generate and at the centre of every decision
2. Generate will dream big to enable people with a learning disability to explore, shape and develop their own futures
3. Generate is committed to having respectful and genuine relationships and will work together with members, clients, colleagues and stakeholders.
4. Generate works to link people with their local communities and support them to maintain their connections
5. The Generate approach is about using and developing our skills, knowledge and experience and engaging our hearts when we work each individual to improve their lives.
6. Generate will empower people with learning disabilities to campaign for their rights

Generate is an equal opportunity employer

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